

PARKS AND RECREATION DEPARTMENT

**REQUEST FOR PROPOSAL
FOR PROFESSIONAL SERVICES**

**2017-18 MULTIPLE PARK PLAYGROUND & AMENITY REHABILITATION
PROJECT**

PROPOSAL SUBMITTAL DEADLINE:

DATE: Tuesday, May 30, 2017
TIME: 12:00 PM
LOCATION: Parks & Recreation Department
1500 Warburton Avenue
Santa Clara, CA 95050

PRE-PROPOSAL MEETING:

DATE: Thursday May 11, 2017
TIME: 1:00 PM
LOCATION: Homeridge Park, 2985 Stevenson Street, Santa Clara, CA

PROJECT MANAGER: James Teixeira, Director of Parks & Recreation

**CITY OF SANTA CLARA
PARKS & RECREATION DEPARTMENT
1500 Warburton Avenue
Santa Clara, CA 95050
408-615-2260**

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

**TITLE: 2017-18 MULTIPLE PARK PLAYGROUND & AMENITY
REHABILITATION PROJECT**

1. INTRODUCTION

In September 2013, City Council adopted a goal to “enhance community sports and recreational assets.” The playgrounds and park amenities at Homeridge Park (2985 Stevenson Street), Bowers Park (2582 Cabrillo Avenue), and Machado Park (3360 Cabrillo Avenue) are programmed for rehabilitation in 2017-18. The City of Santa Clara Parks & Recreation Department is seeking the professional services from a qualified Consultant to perform community engagement, produce Plans, Specifications and Estimate (PS&E), and provide Bid, Construction, and Post-Construction services for the **2017-18 Multiple Park Playground & Amenity Rehabilitation (Project)**. The City has allocated approximately \$195,000 for outreach & design and \$575,000 for the rehabilitation/construction.

The successful bidder will work with the Parks & Recreation Department (P&R), under the overall Project Management of the Public Works Department (PWD), to gather community input (including neighborhood surrounding each park, the Parks & Recreation Commission (PRC) recommendation, and Council direction), provide PS&E and Bid/Award/Construction/Post-Construction services, obtain approval from City’s Project Clearance Committee (PCC) and comply with PCC Conditions-Of-Approval (COA), and deliver the Project in an expeditious manner.

While a list of eligible, pre-qualified Firms has been previously established and is on the City website, these and/or any firms may provide a bid for City consideration. A detailed description of required services for this Project is included in Attachment A-Scope of Services.

2. ATTACHMENTS

The attachments below are included with this Request for Proposals (“RFP”). The items identified with an asterisk (*) must be completed, signed by the appropriate representative of the company, and returned with the submittal.

- Attachment A – Scope of Work/Services*
- Attachment B – Proposer’s Information Form*
- Attachment C – Certification of Non-Discrimination*
- Attachment D – Agreement for Services
- Attachment E – Proposal Cost & Fees (PROVIDE IN A SEPARATE ENVELOPE)*
- Attachment F – Insurance Requirements
- Attachment G – Santa Clara Ethical Standards
- Attachment H – Affidavit of Compliance with Ethical Standards*

3. INSTRUCTIONS TO PROPOSERS

3.1. Pre-proposal Conference.

There is a pre-proposal conference on Thursday, May 11, 2017 at 1:00 p.m. at Homeridge Park, 2985 Stevenson Street, Santa Clara, CA. Please RSVP by email to James Teixeira, Director of Parks & Recreation at jteixeira@santacalaraca.gov.

3.2. Examination of Proposal Documents.

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- 3.2.1. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- 3.2.2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 3.2.3. Represent that all information contained in the proposal is true and correct.
- 3.2.4. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- 3.2.5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed of any fact or condition.

3.3. Questions.

Any questions by the Proposer regarding this RFP or the Project must be put in writing and received by email the City no later than 1:00 PM. on Friday, May 12, 2017. Correspondence shall be addressed to:

Project Manager:	James Teixeira, Director of Parks & Recreation
Department:	Parks and Recreation
Address:	1500 Warburton Avenue
City, State, Zip	Santa Clara, CA 95050
Fax:	408-260-9719
Email:	jteixeira@santaclaraca.gov

The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives. Responses from the City to questions by any Proposer will be communicated in writing to all recipients of this RFP. Recipients of the RFP are posted at City Hall – Parks & Recreation Department. For more information, contact the Parks and Recreation Department prior to deadline for questions. Questions received after the date and time stated above will not be accepted, and will be returned to senders without response.

3.4. Addenda.

Any addenda issued by City shall be in writing, shall become a part of this RFP, and shall be acknowledged and responded to by Proposer.

3.5. Submission of Proposals.

All proposals shall be submitted to:

City of Santa Clara
Parks & Recreation Department
1500 Warburton Avenue

Santa Clara, CA 95050

Please note that faxes, electronic submissions, or other than hard copies are not acceptable.

Proposals must be delivered to the Parks and Recreation Department at City Hall no later than 12:00 PM. on Tuesday, May 30, 2017 as determined by the clock in the Parks & Recreation Department. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit **four (4) copies** of its proposal in a sealed envelope, including **one (1) original, clearly marked “Original”**, addressed as noted above, bearing the Proposer’s name and address clearly marked: **“2017-18 MULTIPLE PARK PLAYGROUND & AMENITY REHABILITATION PROJECT.”** Please note that the Attachment E – Proposal Cost & Fees should be provided in a separate, but clearly labelled, envelope with the Proposal packet.

3.6. Withdrawal of Proposals.

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

4. **RIGHTS OF THE CITY OF SANTA CLARA**

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening proposals for its own convenience;
- Remedy errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is approved by the City Council, if so required, and executed by authorized representatives of the City and of the Proposer.

5. **RFP TIMELINE**

The RFP Timeline is as follows:

RFP Issued	May 3, 2017
Pre-proposal Conference	Thursday, May 11, 2017 1:00 p.m.
Deadline for questions, clarifications	Friday, May 12, 2017 3:00 p.m.
Proposals must be submitted by	Tuesday, May 30, 2017 12:00 p.m.
City evaluates proposals	May 31-June 2, 2017
City interviews proposers	TBD, if needed.

City selects successful proposal	June 6, 2017
City Council reviews and considers contract	June 13, 2017, or next available date

The City reserves the right to add, remove or combine steps in the timeline, and/or compress or extend the timeline as the City, in its sole discretion, sees fit.

6. INFORMATION TO BE SUBMITTED

These guidelines govern the format and content of the proposal, and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not related to the RFP and proposal, e.g., generalized brochures, marketing material, etc., will not be considered in the evaluation.

All proposals shall address the following items. The proposals must address the items in the order listed below, and shall be numbered 1 through 8 in the proposal document. Please include a Table of Contents preceding the Chapters.

Chapter 1 – Proposal Summary. (2 pages maximum)

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages, including the separate one (1) page Proposal Contact List sheet.

Chapter 2 – Profile on the Proposing Firm(s).

All Primary firms eligible to submit a Proposal have been pre-qualified and have submitted the needed information. Please provide updated information if any changes since 2015.

Chapter 3 – Qualifications of the Firm(s).

All Primary firms eligible to submit a Proposal have been pre-qualified and have submitted the needed information. Please provide updated information if any changes since 2015.

Chapter 4 –Scope of Work, Work Plan Proposal. (6 pages maximum)

This Chapter shall present a well-articulated plan for the scope of work. Include a full description of itemized scope of work, major services including tasks and subtasks, and a list of deliverables to be provided (itemize by park site). This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services, providing the required product and the firm's ability to meet the City's schedule, outlining the approach that would be undertaken in providing the requested services. Describe the project understanding, detailed project approach and methodology. List specific proposed services and support and deliverable(s) provided, anticipated reviews, approvals, meeting dates, required permits and inspections, support and training services to be provided.

Please be sure to address how you intend to:

- use research based best practices;

- incorporate principles of inclusive playground design;
- provide age friendly (multigenerational) spaces;
- integrate nature and habitat (California native, drought resistant palette) into play environments;
- provide outreach/education and master planning with residents and community partners;
- incorporate the seven elements of play;
- address safe routes to parks (system connectivity) and ADA within the park(s);
- and, how the design will provide and measure desired outcomes such as sustainability (design, materials, operations, maintenance), health/wellness and fitness.

Chapter 5 – Project Schedule. (3 page maximum)

This Chapter shall include a projected timeline for completing the project including the start date, order dates, provision of requested services, delivery time, and shall indicate timeline required by Proposal to provide requested services from date the notice to proceed is received through potential construction schedule. All park sites to be included. This may be on legal sized paper.

Chapter 6 – Project Staffing. (1 page maximum)

This Chapter shall discuss how the Proposer would staff this project. Include proposed project management structure, identification of the project contact/consultant and individuals that will be assigned to the project. Changes in key personnel may be cause for rejection of the Proposal or cancellation of future contract.

Chapter 7 – Proposal Exceptions.

This Chapter shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions, requirements and agreement. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified in Attachment D –“Agreement for Services.” Items not excepted will not be open to later negotiation.

Chapter 8 – Proposal Costs Sheet and Rates. (2 page maximum)

This Chapter shall include the proposed costs to provide the services desired. Include any cost and price information, plus a not-to-exceed amount, that would be contained in a potential agreement with the City. Attachment E, “Sample Cost Proposal Format,” is included and should be used by all Proposers. The hourly rates may be used for pricing the cost of additional services outlined in the Scope of Work. The cost of the project, including the total hours and hourly rates by staff classification, and the resulting all-inclusive fee for the project must be included. Fees must include all anticipated costs, including travel, per diem, and out of pocket expenses. Please note the City of Santa Clara does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

7. CONTRACT TYPE AND METHOD OF PAYMENT

It is anticipated that the agreement resulting from this RFP, if awarded, will be an Agreement for Professional Design Services. The method of payment to the successful Proposer shall be for services with a maximum “not to exceed” fee as set by the Proposer in the proposal or as negotiated between the Proposer and the City as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as but not limited to materials, delivery, transportation, communications and any subcontracted items of work. The City is not interested in “lump sum” or “percentage completion” based on invoicing.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements in Attachment F. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Chapter 7 of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for each proposed change, as well as specific recommendations for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take exceptions to the proposed Agreement may be determined by the City, at its sole discretion, to be unacceptable and no longer considered for award.

8. INSURANCE REQUIREMENTS

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment F.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the City of Santa Clara as to form and content. These requirements are subject to amendment or waiver, if so approved in writing by the City of Santa Clara. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

9. REVIEW AND SELECTION PROCESS - EVALUATION CRITERIA

According to City of Santa Clara Purchasing Code Section 2.105.330, contracts for general services are awarded on the basis of "the most advantageous proposal to the City." City staff will consider proposals based on the following factors:

- Quality and completeness of proposal;
- Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer;
- Proposer's capabilities and expertise, including the experience of staff to be assigned to the project, with engagements of similar scope and complexity;
- Cost to the City;
- Proposer's ability to manage Project from start to finish;
- Proposer's ability to perform the work within the time specified;
- Proposer's prior record of performance with City or others on similar projects;
- Proposer's ability to provide future records, reports, data and/or services; and
- Proposer's compliance with applicable laws, regulations, policies (including City Council policies and directives), guidelines and orders governing prior or existing contracts performed by the contractor; and
- Address project specific criteria including: use research based best practices; incorporate principles of inclusive playground design; provide age friendly (multigenerational) spaces; integrate nature and habitat (California native, drought resistant palate) into play environments; provide outreach/education and master planning with residents and community partners; incorporate the seven elements of play; address safe routes to parks

(system connectivity) and ADA; and provide, measure and report desired outcomes such as sustainability and/or health/fitness (among others).

10. PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFP become the exclusive property of the City of Santa Clara. At such time as the City awards a contract, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary.” The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as “Confidential,” “Trade Secret,” or “Proprietary,” or if disclosure, in the City’s sole discretion, is required under the California Public Records Act as addressed below. Any proposal which contains language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary” shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Santa Clara may determine, in its sole discretion that the information that a Proposer submits is not a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the City shall provide the Proposer who submitted the information reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction, at the Proposer's sole expense.

11. COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

12. DISQUALIFICATION

Factors, such as, but not limited to, any of the following, may disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of Proposer’s inability to successfully complete the responsibilities and obligations of the proposal; and
- Proposer’s default under any previous agreement with the City.

13. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

14. GRATUITIES

No person shall offer, give or agree to give any City employee any gratuity, discount or offer of employment in connection with the award of contract by the City. No City employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

15. FIRMS OR PERSONS NOT ELIGIBLE TO SUBMIT A PROPOSAL

In order to avoid any conflict of interest or perception of a conflict of interest, Proposer(s) selected to provide professional services under this RFP will be subject to the following requirements:

15.1. The consultant or other entity who works on the procurement will be precluded from submitting proposals or bids as a prime contractor or subcontractor.

15.2. The consultant or any other entity who participated in the procurement shall not have a financial, ownership or other interest in any potential Proposer.

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ATTACHMENT A

Scope of Services

A. Project Description

In September 2013, City Council adopted a goal to “enhance community sports and recreational assets.” The playgrounds and park amenities at Homeridge Park (2985 Stevenson Street), Bowers Park (2582 Cabrillo Avenue), and Machado Park (3360 Cabrillo Avenue) are programmed for rehabilitation in 2017-18.

B. Background

The City of Santa Clara Parks & Recreation Department is seeking the professional services from a qualified Consultant to perform community engagement, produce Plans, Specifications and Estimate (PS&E), and provide Bid, Construction, and Post-Construction services for the **2017-18 Multiple Park Playground & Amenity Rehabilitation (Project)**. The City has allocated approximately \$195,000 for outreach & design and \$575,000 for the rehabilitation/construction.

The proposal shall:

- 1) Use research based best practices, and comply with all current Codes;
- 2) Incorporate principles of inclusive playground design in the individual elements and the overall playground environmental design;
- 3) Provide “age friendly” (multigenerational) spaces;
- 4) Integrate nature and habitat (California native, drought resistant palate) into play environments (Note: creek, restrictions and creek trail at Bowers Park and Homeridge Park);
- 5) Provide outreach/education and master planning with residents and community partners;
- 6) Incorporate seven elements of play (balancing, swinging, sliding, climbing, brachiating spinning, running/free play);
- 7) Address safe routes to parks (system connectivity) and ADA;
- 8) Provide, measure and report desired outcomes such as health/fitness; and,
- 9) Be sustainable (in materials, construction, operations and maintenance).

The successful bidder will work with the Parks & Recreation Department (P&R), under the overall Project Management of the Public Works Department (PWD), to gather community input (including neighborhood surrounding each park, the Parks & Recreation Commission (PRC) recommendation, and Council direction), provide PS&E and Bid/Award/Construction/Post-Construction services, obtain approval from City’s Project Clearance Committee (PCC) and comply with PCC Conditions-Of-Approval (COA), and deliver the Project in an expeditious manner.

The focus of the selected Firm will be to:

- Assemble a technical design & engineering team including sub-consultants as necessary;
- Collect available and/or develop any necessary geotechnical, survey, site plans and data;
- Verify existing site conditions;
- Engage the neighborhood and wider community in providing comment on existing park assets, uses, features and potential new elements;

- Develop two (2) conceptual design alternatives for each park site for community and Commission review and recommendation, and Council selection;
- Prepare graphic boards, reports and presentation materials as required;
- Incorporate public's, user groups', potential donors, staff's, PRC's and City Council's input;
- Prepare PS&E;
- Submit plans for City's PCC review and comment;
- Address and comply with any Project COA;
- Formulate expedited scheduling and value engineering recommendations;
- Provide Bid, Award, Construction, and Post-Construction Services.

Construction drawings shall include all necessary sheets for completion of the construction of the Project, including, but not limited to, any required documentation and details necessary for permits and inspections, such as grading plan, subgrade and drainage plan, irrigation plan, section plans, turf area and playground area details, parking, irrigation details, architectural design plans (architectural, structural, electrical, mechanical, plumbing, fire, Title 24 energy calculations, etc. as necessary) and details for a park building/restroom building that may include multipurpose activity space(s), concessions/kitchen, office/storage, as well as technical specifications for additionally scoped items. The sites will have various conditions/issues that may need special or additional technical expertise to propose solutions and improved design features that address neighborhood and other impacts raised in the public outreach process. Project phasing recommendations may also be requested based on final funding levels and Council approval. Project, including the construction, is to be completed by December 31, 2019.

C. Description of Required Services (propose alternatives and additional steps or deliverables if best practice.) Times are an estimate.

1. Public Input Process, Schematic Designs, Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis (90-180 days).

This shall include:

- (a) Project Start up, Document Review, and Scheduling;
- (b) Prepare for and attend one (1) Kick-off Meeting with the City;
- (c) Complete of Site Survey and Base Setup;
- (d) Complete Geotechnical Report(s)
- (e) Develop accurate scaled Draft Schematic Design, SWOT, and alternate(s);
- (f) Prepare for and attend one (1) review meeting with City staff & User Group(s)
- (g) Work with City to develop Survey with questions focusing on Primary Design Elements & Options;
- (h) Prepare for and attend two (2) potential review meetings with Community/Others;
- (i) Develop Final Draft Schematic with Add/Alternates, phasing, preliminary engineering cost estimates;
- (j) Attend Review Meetings with City Staff;
- (k) Prepare and attend PCC Review meetings;
- (l) Refine Design and Costs;
- (m) Prepare Presentation for and attend up to three (3) PRC meetings (potentially one for each park site) and one (1) Council meeting.

Deliverables: Site Survey, Geotechnical report(s), scaled Schematic Design with 1-2 preferred alternatives for each park, preliminary Engineering cost estimates, Power-point presentations, and attend meetings.

2. **50% PS&E (90-120 days)**

- (a) AutoCAD drawings, including all existing utilities such as water lines/laterals, meters/valves and fire hydrants, electric lines/vaults, poles and pull boxes, sanitary sewer (SS) and storm drain (SD) systems;
- (b) Finite Design: Demolition, Grading, Vertical and Horizontal Control, Civil/Electrical/Mechanical/Traffic Improvements, Landscape and Irrigation, Materials and Details, etc.;
- (c) Coordination;
- (d) Submittal Package Setup (including Engineer Cost Estimate);
- (e) Submittal Meetings: one (1) P&R/PWD and one (1) potential PRC;
- (f) City Review of Submittals;
- (g) Revision of PS&E, including Response Matrix.

Deliverables: 50% PS&E, Submittal package, Consultant's response matrix, attend meetings.

3. **75% PS&E (45-90 days)**

- (a) 75% Submittal Package Setup;
- (b) Submittal Meetings: two (2) P&R/PWD ;
- (c) City Review of 75% Submittal;
- (d) Revision of 75% PS&E, including Response Matrix.

Deliverables: 75% PS&E, Submittal package, Consultant's response matrix, attend meetings.

4. **100% PS&E (30-45 days)**

- (a) 100% Plans & Specifications, including Bid Schedule;
- (b) 100% Engineering Cost Estimate;
- (c) Revision of 100% P&S (if needed), including Response Matrix;
- (d) Final Bid Documents: Plans and Specifications.

Deliverables: 100% PS&E, Consultant's response matrix, Bid Documents.

5. **Bidding and Award Phase (90 days)**

- (a) Prepare for and attend Pre-Bid Conference/Meeting (if needed);
- (b) Coordinate and respond to Bidder questions;
- (c) Assist in Addenda preparation.

Deliverables: Attend meeting, Bidder Questions Response, Assistance in Addenda preparation.

6. **Construction Monitoring Phase (180 days)** Consultant's responsibility in the Construction Phase is limited to attending Pre-Construction meeting; attending progress/pre-submittal meetings/pre-installation meetings (if needed); review Contractor's submittals, including Shop Drawings, Product Data, and Samples; respond to Contractor's Request for Information (RFI) and Request for Substitution (RFS); prepare the Scope of Work, including sketches, for Field Instructions issued to the Contractor; and assist in Change Order preparation.

- (a) Prepare for, facilitate construction Kick off meeting & weekly construction meetings;
- (b) Coordinate RFI, Submittals, shop Drawings, Substitutions, Change order;
- (c) Begin Construction;
- (d) Mobilization;
- (e) Demolition and Rough;
- (f) Drainage and Utilities;
- (g) Edging and Paving;
- (h) Rock Finish Grade / Installation; Top soil finish Grade/Installation;
- (i) Synthetic/Grass Turf Installation;
- (j) Landscape and Site Furnishings Installation;
- (k) Finish Work;
- (l) Substantial Completion;
- (m) Pre & Post Maintenance walk through;
- (n) Project Closeout, review record drawings, Warranty Evaluation, Preventative Maintenance and Operation documentation; and,
- (o) Electronic File, plans & construction binder

Deliverables: Preconstruction Meeting; Weekly check-in/Monitoring Meetings; Availability; Quick response RFI, submittal reviews as necessary; Punch List Meeting; Project closeout.

7. Post-Construction Phase (30 day)

- (a) Determination for Project Substantial Completion and Final Completion;
- (b) Attend Walk-through Project site;
- (c) Review and provide written response to Contractor Punch List;
- (d) Record Drawings Preparation.

Deliverables: Attend Walk-Through, Substantial/Final Completion determination, reviewed Punch List, Record Drawings.

- 8. Additional Services.** May include other items as requested by the City, or anticipated additional steps, meetings, deliverables, etc. proposed by Contractor and reviewed and approved by City in writing, in advance. The Proposer's billing rate schedule shall be reviewed and approved by City.

D. Required Proposal Components

- 1. All information set forth in Article 6 of the RFP; and
- 2. Alternative or additional scope of work items that the consultant recommends that the City consider as part of the planning, engineering, design process to maximize efficiency of time/effort, the effectiveness of solutions, and reductions in costs.

ATTACHMENT B
Proposer's Information Form

PROPOSER (please print): _____

Name: _____

Address: _____

Telephone: _____

FAX: _____

Contact person, title, telephone number, email address and fax number: _____

Proposer, if selected, intends to carry on the business as (check one)

- ☐ Individual
- ☐ Joint Venture
- ☐ Partnership
- ☐ Corporation

When incorporated? _____

In what state? _____

When authorized to do business in California? _____

☐ Other (explain): _____

ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6

Or,

☐ _____ No Addendum/Addenda Were Received (check and initial).

PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

**(1) If Proposer is *INDIVIDUAL*,
sign here:**

Date: _____

Proposer's Signature

Proposer's typed name and title

**(2) If Proposer is *PARTNERSHIP* or
JOINT VENTURE, at least (2) Partners
or each of the Joint Venturers
shall sign here:**

Partnership or Joint Venture Name
(type or print)

Date: _____

Member of the Partnership or Joint Venture
signature

Date: _____

Member of the Partnership or Joint Venture
signature

**(3) If Proposer is a *CORPORATION*,
the duly authorized officer(s) shall
sign as follows:**

The undersigned certify that they are respectively:____
(Title) and _____ (Title)
of the corporation named below; that they are
designated to sign the Proposal Cost Form by
resolution (attach a certified copy, with corporate
seal, if applicable, notarized as to its authenticity or
Secretary's certificate of authorization) for and on
behalf of the below named CORPORATION, and
that they are authorized to execute same for and on
behalf of said CORPORATION.

Corporation Name (type or print)

By:_____
Title:_____
Dated:_____

By:_____
Title:_____
Dated:_____

ATTACHMENT C
Certification of Nondiscrimination

As suppliers of goods or services to the City of Santa Clara, the firm and individuals listed below certify that they do not discriminate in employment of any person because of race, color, gender, age, religion, disability, national origin, ancestry, sexual orientation, housing status, marital status, or familial status; and that they are in compliance with all Federal, State and local laws, directives and executive orders regarding nondiscrimination in employment.

**(1) If Proposer is *INDIVIDUAL*,
sign here:**

Date: _____

Proposer's Signature

Proposer's typed name and title

**(2) If Proposer is *PARTNERSHIP* or
JOINT VENTURE, at least (2) Partners
or each of the Joint Venturers
shall sign here:**

Partnership or Joint Venture Name
(type or print)

Date: _____

Member of the Partnership or Joint Venture
signature

Date: _____

Member of the Partnership or Joint Venture
signature

**(3) If Proposer is a *CORPORATION*,
the duly authorized officer(s) shall
sign as follows:**

The undersigned certify that they are respectively:____
(Title) and _____ (Title)
of the corporation named below; that they are
designated to sign the Proposal Cost Form by
resolution (attach a certified copy, with corporate
seal, if applicable, notarized as to its authenticity or
Secretary's certificate of authorization) for and on
behalf of the below named CORPORATION, and
that they are authorized to execute same for and on
behalf of said CORPORATION.

Corporation Name (type or print)

By:_____
Title:_____
Dated:_____

By:_____
Title:_____
Dated:_____

ATTACHMENT D
Agreement for Professional Design Services

Execution of Attachment D is required, as is set forth in Article 6 of the RFP.

EBIX Insurance No. *

AGREEMENT FOR DESIGN PROFESSIONAL SERVICES
BY AND BETWEEN THE
CITY OF SANTA CLARA, CALIFORNIA
AND
***INSERT NAME OF CONSULTANT**

PREAMBLE

This agreement for the performance of services ("Agreement") is by and between *insert Consultant's name, a[n] *choose one: a (enter State name) corporation/partnership/individual, with its principal place of business located at *insert Consultant's address ("Consultant"), and the City of Santa Clara, California, a chartered California municipal corporation with its primary business address at 1500 Warburton Avenue, Santa Clara, California 95050 ("City"). City and Consultant may be referred to individually as a "Party" or collectively as the "Parties" or the "Parties to this Agreement."

RECITALS

- A. City desires to secure design professional services more fully described in this Agreement, at Exhibit A, entitled "Scope of Services"; and,
- B. "Design professional" includes licensed architects, licensed landscape architects, registered professional engineers, and licensed professional land surveyors; and,
- C. Consultant represents that it, and its subcontractors, if any, have the professional qualifications, expertise, necessary licenses and desire to provide certain goods and/or required services of the quality and type which meet objectives and requirements of City; and,
- D. The Parties have specified herein the terms and conditions under which such services will be provided and paid for.

The Parties agree as follows:

AGREEMENT PROVISIONS

1. SERVICES TO BE PROVIDED.

Except as specified in this Agreement, Consultant shall furnish all technical and design professional services, including labor, material, equipment, transportation, supervision and expertise (collectively referred to as "Services") to satisfactorily complete the work required by City at his/her own risk and expense. Services to be provided to City are more fully described in Exhibit A entitled "SCOPE OF SERVICES." All of the exhibits referenced in this Agreement are attached and are incorporated by this reference. Consultant acknowledges that the execution of this Agreement by City is predicated upon representations made by Consultant in that certain document entitled "*insert name of

proposal document" dated *insert date of proposal document ("Proposal") set forth in Exhibit A, which constitutes the basis for this Agreement.

2. TERM OF AGREEMENT.

Unless otherwise set forth in this Agreement or unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on the Effective Date of this Agreement and terminate on *insert end date of agreement.

3. CONSULTANT'S SERVICES TO BE APPROVED BY A LICENSED DESIGN PROFESSIONAL.

- A. All reports, costs estimates, plans and other documentation which may be submitted or furnished by Consultant shall be approved and signed by an appropriate qualified licensed professional in the State of California.
- B. The title sheet for specifications and reports, and each sheet of plans, shall bear the professional seal, certificate number, registration classification, expiration date of certificate and signature of the design professional responsible for their preparation.

4. QUALIFICATIONS OF CONSULTANT - STANDARD OF WORKMANSHIP.

Consultant represents and maintains that it has the necessary expertise in the professional calling necessary to perform services, and its duties and obligations, expressed and implied, contained herein, and City expressly relies upon Consultant's representations regarding its skills and knowledge. Consultant shall perform such services and duties in conformance to and consistent with the professional standards of a specialist in the same discipline in the State of California.

The plans, designs, specifications, estimates, calculations, reports and other documents furnished under Exhibit A shall be of a quality acceptable to City. The criteria for acceptance of the work provided under this Agreement shall be a product of neat appearance, well organized, that is technically and grammatically correct, checked and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that used by City for similar projects.

5. MONITORING OF SERVICES.

City may monitor the Services performed under this Agreement to determine whether Consultant's operation conforms to City policy and to the terms of this Agreement. City may also monitor the Services to be performed to determine whether financial operations are conducted in accord with applicable City, county, state, and federal requirements. If any action of Consultant constitutes a breach, City may terminate this Agreement pursuant to the provisions described herein.

6. WARRANTY.

Consultant expressly warrants that all materials and services covered by this Agreement shall be fit for the purpose intended, shall be free from defect, and shall conform to the specifications, requirements, and instructions upon which this Agreement is based. Consultant agrees to promptly replace or correct any incomplete, inaccurate, or defective Services at no further cost to City when defects are due to the negligence, errors or omissions of Consultant. If Consultant fails to promptly correct or replace materials or services, City may make corrections or replace materials or services and charge Consultant for the cost incurred by City.

7. PERFORMANCE OF SERVICES.

Consultant shall perform all requested services in an efficient and expeditious manner and shall work closely with and be guided by City. Consultant shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Consultant is for the acts and omissions of persons directly employed by it. Consultant will perform all Services in a safe manner and in accordance with all federal, state and local operation and safety regulations.

8. BUSINESS TAX LICENSE REQUIRED.

Contractor must comply with Santa Clara City Code section 3.40.060, as that section may be amended from time to time or renumbered, which requires that any person who transacts or carries on any business in the City of Santa Clara pay business license tax to the City. A business tax certificate may be obtained by completing the Business Tax Affidavit Form and paying the applicable fee at the Santa Clara City Hall Municipal Services Division.

9. RESPONSIBILITY OF CONSULTANT.

Consultant shall be responsible for the professional quality, technical accuracy and coordination of the Services furnished by it under this Agreement. Neither City's review, acceptance, nor payments for any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement and Consultant shall be and remain liable to City in accordance with applicable law for all damages to City caused by Consultant's negligent performance of any of the Services furnished under this Agreement.

Any acceptance by City of plans, specifications, construction contract documents, reports, diagrams, maps and other material prepared by Consultant shall not in any respect absolve Consultant from the responsibility Consultant has in accordance with customary standards of good professional practice in compliance with applicable federal, state, county, and/or municipal laws, ordinances, regulations, rules and orders.

10. COMPENSATION AND PAYMENT.

In consideration for Consultant's complete performance of Services, City shall pay Consultant for all materials provided and services rendered by Consultant at the rate per hour for labor and cost per unit for materials as outlined in Exhibit B, entitled "SCHEDULE OF FEES."

Consultant will bill City on a monthly basis for Services provided by Consultant during the preceding month, subject to verification by City. City will pay Consultant within thirty (30) days of City's receipt of invoice.

11. PROGRESS SCHEDULE.

The Progress Schedule will be as set forth in the attached Exhibit F, entitled "MILESTONE SCHEDULE" if applicable.

12. TERMINATION OF AGREEMENT.

Either Party may terminate this Agreement without cause by giving the other Party written notice ("Notice of Termination") which clearly expresses that Party's intent to terminate the Agreement. Notice of Termination shall become effective no less than thirty (30) calendar days after a Party receives such notice. After either Party terminates the Agreement, Consultant shall discontinue further services as of the effective date of termination, and City shall pay Consultant for all Services satisfactorily performed up to such date.

13. NO ASSIGNMENT OR SUBCONTRACTING OF AGREEMENT.

City and Consultant bind themselves, their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written approval of City. Consultant shall not hire subcontractors without express written permission from City.

14. NO THIRD PARTY BENEFICIARY.

This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

15. INDEPENDENT CONSULTANT.

Consultant and all person(s) employed by or contracted with Consultant to furnish labor and/or materials under this Agreement are independent contractors and do not act as agent(s) or employee(s) of City. Consultant has full rights, however, to manage its employees in their performance of Services under this Agreement. Consultant is not authorized to bind City to any contracts or other obligations.

16. NO PLEDGING OF CITY'S CREDIT.

Under no circumstances shall Consultant have the authority or power to pledge the credit of City or incur any obligation in the name of City. Consultant shall save and hold harmless the City, its City Council, its officers, employees, boards and commissions for expenses arising out of any unauthorized pledges of City's credit by Consultant under this Agreement.

17. CONFIDENTIALITY OF MATERIAL.

All ideas, memoranda, specifications, plans, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for Consultant and all other written information submitted to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant and shall not, without the prior written consent of City, be used for any purposes other than the performance of the Services, nor be disclosed to an entity not connected with performance of the Services. Nothing furnished to Consultant which is otherwise known to Consultant or becomes generally known to the related industry shall be deemed confidential.

18. USE OF CITY NAME OR EMBLEM.

Consultant shall not use City's name, insignia, or emblem, or distribute any information related to services under this Agreement in any magazine, trade paper, newspaper or other medium without express written consent of City.

19. OWNERSHIP OF MATERIAL.

All material, including information developed on computer(s), which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports and other material developed, collected, prepared or caused to be prepared under this Agreement shall be the property of City but Consultant may retain and use copies thereof. City shall not be limited in any way or at any time in its use of said material. However, Consultant shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to, the release of this material to third parties.

20. RIGHT OF CITY TO INSPECT RECORDS OF CONSULTANT.

City, through its authorized employees, representatives or agents shall have the right during the term of this Agreement and for three (3) years from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Consultant for the purpose of verifying any and all charges made by Consultant in connection with Consultant compensation under this Agreement, including termination of Consultant. Consultant agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to City. Any expenses not so recorded shall be disallowed by City.

Consultant shall submit to City any and all reports concerning its performance under this Agreement that may be requested by City in writing. Consultant agrees to assist City in meeting City's reporting requirements to the State and other agencies with respect to Consultant's Services hereunder.

21. CORRECTION OF SERVICES.

Consultant agrees to correct any incomplete, inaccurate or defective Services at no further costs to City, when such defects are due to the negligence, errors or omissions of Consultant.

22. FAIR EMPLOYMENT.

Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, gender, sexual orientation, age, disability, religion, ethnic background, or marital status, in violation of state or federal law.

23. HOLD HARMLESS/INDEMNIFICATION.

To the extent permitted by law, Consultant agrees to protect, defend, hold harmless and indemnify City, its City Council, commissions, officers, employees, volunteers and agents from and against any claim, injury, liability, loss, cost, and/or expense or damage, including all costs and reasonable attorney's fees in providing a defense to any claim arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Consultant, its employees, subcontractors, or agents in the performance, or non-performance, of services under this Agreement.

24. INSURANCE REQUIREMENTS.

During the term of this Agreement, and for any time period set forth in Exhibit C, Consultant shall provide and maintain in full force and effect, at no cost to City insurance policies with respect to employees and vehicles assigned to the Performance of Services under this Agreement with coverage amounts, required endorsements, certificates of insurance, and coverage verifications as defined in Exhibit C.

25. AMENDMENTS.

This Agreement may be amended only with the written consent of both Parties.

26. INTEGRATED DOCUMENT.

This Agreement represents the entire agreement between City and Consultant. No other understanding, agreements, conversations, or otherwise, with any representative of City prior to execution of this Agreement shall affect or modify any of the terms or obligations of this Agreement. Any verbal agreement shall be considered unofficial information and is not binding upon City.

27. SEVERABILITY CLAUSE.

In case any one or more of the provisions in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions, which shall remain in full force and effect.

28. WAIVER.

Consultant agrees that waiver by City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

29. NOTICES.

All notices to the Parties shall, unless otherwise requested in writing, be sent to City addressed as follows:

City of Santa Clara
Attention: *insert City Department
1500 Warburton Avenue
Santa Clara, California 95050
or by facsimile at (408) -

And to Consultant addressed as follows:

Name: _____
Address: _____
or by facsimile at () -

If notice is sent via facsimile, a signed, hard copy of the material shall also be mailed. The workday the facsimile was sent shall control the date notice was deemed given if there is a facsimile machine generated document on the date of transmission. A facsimile transmitted after 1:00 p.m. on a Friday shall be deemed to have been transmitted on the following Monday.

30. CAPTIONS.

The captions of the various sections, paragraphs and subparagraphs of this Agreement are for convenience only and shall not be considered or referred to in resolving questions of interpretation.

31. LAW GOVERNING CONTRACT AND VENUE.

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California. The venue of any suit filed by either Party shall be vested in the state courts of the County of Santa Clara, or if appropriate, in the United States District Court, Northern District of California, San Jose, California.

32. DISPUTE RESOLUTION.

- A. Unless otherwise mutually agreed to by the Parties, any controversies between Consultant and City regarding the construction or application of this Agreement, and claims arising out of this Agreement or its breach, shall be submitted to mediation within thirty (30) days of the written request of one Party after the service of that request on the other Party.
- B. The Parties may agree on one mediator. If they cannot agree on one mediator, the Party demanding mediation shall request the Superior Court of Santa Clara County to appoint a mediator. The mediation meeting shall not exceed one day (eight (8) hours). The Parties may agree to extend the time allowed for mediation under this Agreement.
- C. The costs of mediation shall be borne by the Parties equally.
- D. For any contract dispute, mediation under this section is a condition precedent to filing an action in any court. In the event of mediation which arises out of any dispute related to this Agreement, the Parties shall each pay their respective attorney's fees, expert witness costs and cost of suit, through mediation only. In the event of litigation, the prevailing party shall recover its reasonable costs of suit, expert's fees and attorney's fees.

33. COMPLIANCE WITH ETHICAL STANDARDS.

Consultant shall:

- A. Read Exhibit D, entitled "ETHICAL STANDARDS FOR CONSULTANTS SEEKING TO ENTER INTO AN AGREEMENT WITH THE CITY OF SANTA CLARA, CALIFORNIA"; and,
- B. Execute Exhibit E, entitled "AFFIDAVIT OF COMPLIANCE WITH ETHICAL STANDARDS."

34. AFFORDABLE CARE ACT OBLIGATIONS

To the extent Consultant is obligated to provide health insurance coverage to its employees pursuant to the Affordable Care Act ("Act") and/or any other similar federal or state law, Consultant warrants that it is meeting its obligations under the Act and will fully indemnify and hold harmless City for any penalties, fines, adverse rulings, or tax payments associated with Consultant's responsibilities under the Act.

35. CONFLICT OF INTERESTS.

This Agreement does not prevent either Party from entering into similar agreements with other parties. To prevent a conflict of interest, Consultant certifies that to the best of its knowledge, no City officer, employee or authorized representative has any financial interest in the business of Consultant and that no person associated with Consultant has any interest, direct or indirect, which could conflict with the faithful performance of this

Agreement. Consultant is familiar with the provisions of California Government Code Section 87100 and following, and certifies that it does not know of any facts which would violate these code provisions. Consultant will advise City if a conflict arises.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument; and, the Parties agree that signatures on this Agreement, including those transmitted by facsimile, shall be sufficient to bind the Parties.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives. The Effective Date is the date that the final signatory executes the Agreement. It is the intent of the Parties that this Agreement shall become operative on the Effective Date.

CITY OF SANTA CLARA, CALIFORNIA
a chartered California municipal corporation

APPROVED AS TO FORM:

Dated: _____

BRIAN DOYLE
Interim City Attorney

ATTEST:

ROD DIRIDON, JR.
City Clerk

RAJEEV BATRA
Interim City Manager
1500 Warburton Avenue
Santa Clara, CA 95050
Telephone: (408) 615-2210
Fax: (408) 241-6771

"CITY"

***INSERT CONSULTANT'S NAME**
*choose one: corporation/partnership/individual

Dated: _____

By: _____
(Signature of Person executing the Agreement on behalf of
Consultant)

Name: _____

Title: _____

Local Address: _____

Email Address: _____

Telephone: () _____

**AGREEMENT FOR DESIGN PROFESSIONAL SERVICES
BY AND BETWEEN THE
CITY OF SANTA CLARA, CALIFORNIA
AND
*INSERT NAME OF CONSULTANT**

EXHIBIT E

AFFIDAVIT OF COMPLIANCE WITH ETHICAL STANDARDS

I hereby state that I have read and understand the language, entitled "Ethical Standards" set forth in Exhibit D. I have the authority to make these representations on my own behalf or on behalf of the legal entity identified herein. I have examined appropriate business records, and I have made appropriate inquiry of those individuals potentially included within the definition of "Consultant" contained in Ethical Standards at footnote 1.

Based on my review of the appropriate documents and my good-faith review of the necessary inquiry responses, I hereby state that neither the business entity nor any individual(s) belonging to said "Consultant" category [i.e., owner or co-owner of a sole proprietorship, general partner, person who controls or has power to control a business entity, etc.] has been convicted of any one or more of the crimes identified in the Ethical Standards within the past five (5) years.

The above assertions are true and correct and are made under penalty of perjury under the laws of the State of California.

***INSERT NAME OF CONSULTANT**

***choose one: a corporation/partnership/individual**

By: _____
Signature of Authorized Person or Representative

Name: _____

Title: _____

NOTARY'S ACKNOWLEDGMENT TO BE ATTACHED

Please execute the affidavit and attach a notary public's acknowledgment of execution of the affidavit by the signatory. If the affidavit is on behalf of a corporation, partnership, or other legal entity, the entity's complete legal name and the title of the person signing on behalf of the legal entity shall appear above. Written evidence of the authority of the person executing this affidavit on behalf of a corporation, partnership, joint venture, or any other legal entity, other than a sole proprietorship, shall be attached.

AGREEMENT FOR DESIGN PROFESSIONAL SERVICES
BY AND BETWEEN THE
CITY OF SANTA CLARA, CALIFORNIA
AND
*INSERT NAME OF CONSULTANT

EXHIBIT F

MILESTONE SCHEDULE

(If Applicable)

ATTACHMENT E
Sample Cost Proposal Format

Work Plan

Itemize required tasks by profession and sub-consultants (if any). Add rows as needed.

Item/Park/Phase	Item Description & Deliverable	\$

Total Bid. Based on the proposed work plan above, Contractor proposes a “not to exceed,” Fixed Fee amount of:	\$
--	----

The fixed fee will include all expenses incurred during the course of work including but not limited to time, materials, travel expenses, and support services. The fee will include meetings.

The Contractor will bill the City on a monthly basis, based upon itemized completion of the tasks.

Additional services proposed below may be authorized by the City and will be billed at the hourly consulting rates as listed below:

Position	Service provided	Hourly Rate

Please add any additional cost information pertinent to the Proposal.

Note: Invoices must be itemized, are subject to City review/audit, and a % retention until Project completion and final City acceptance of the Project.

ATTACHMENT F
Insurance Requirement

**INSURANCE COVERAGE REQUIREMENTS
FOR PROFESSIONAL SERVICES**

Without limiting the Consultant's indemnification of the City, and prior to commencing any of the Services required under this Agreement, the Consultant shall provide and maintain in full force and effect during the period of performance of the Agreement and for twenty-four (24) months following acceptance by the City, at its sole cost and expense, the following insurance policies from insurance companies authorized to do business in the State of California. These policies shall be primary insurance as to the City of Santa Clara so that any other coverage held by the City shall not contribute to any loss under Consultant's insurance. The minimum coverages, provisions and endorsements are as follows:

A. COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance policy which provides coverage at least as broad as Insurance Services Office form CG 00 01. Policy limits are subject to review, but shall in no event be less than, the following:

\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal Injury

Exact structure and layering of the coverage shall be left to the discretion of Consultant; however, any excess or umbrella policies used to meet the required limits shall be at least as broad as the underlying coverage and shall otherwise follow form.

The following provisions shall apply to the Commercial Liability policy as well as any umbrella policy maintained by the Consultant to comply with the insurance requirements of this Agreement:

Coverage shall be on a "pay on behalf" basis with defense costs payable in addition to policy limits;

There shall be no cross liability exclusion which precludes coverage for claims or suits by one insured against another; and

Coverage shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of liability.

B. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business automobile liability insurance policy which provides coverage at least as broad as ISO form CA 00 01 with policy limits a minimum limit of not less than one million dollars (\$1,000,000) each accident using, or providing coverage at least as broad as,

Insurance Services Office form CA 00 01. Liability coverage shall apply to all owned (if any), non-owned and hired autos.

In the event that the Work being performed under this Agreement involves transporting of hazardous or regulated substances, hazardous or regulated wastes and/or hazardous or regulated materials, Consultant and/or its subcontractors involved in such activities shall provide coverage with a limit of one million dollars (\$1,000,000) per accident covering transportation of such materials by the addition to the Business Auto Coverage Policy of Environmental Impairment Endorsement MCS90 or Insurance Services Office endorsement form CA 99 48, which amends the pollution exclusion in the standard Business Automobile Policy to cover pollutants that are in or upon, being transported or towed by, being loaded onto, or being unloaded from a covered auto.

C. WORKERS' COMPENSATION

Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.

The indemnification and hold harmless obligations of Consultant included in this Agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefit payable by or for Contractor or any subcontractor under any Workers' Compensation Act(s), Disability Benefits Act(s) or other employee benefits act(s).

This policy must include a Waiver of Subrogation in favor of the City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents.

D. PROFESSIONAL LIABILITY

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against negligent acts, errors or omissions of the Consultant. Covered services as designated in the policy must specifically include work performed under this agreement. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim or two million dollars (\$2,000,000) aggregate. Any coverage containing a deductible or self-retention must first be approved in writing by the City Attorney's Office.

E. COMPLIANCE WITH REQUIREMENTS

All of the following clauses and/or endorsements, or similar provisions, must be part of each commercial general liability policy, and each umbrella or excess policy.

Additional Insureds. City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insureds in respect to liability arising out of Consultant's work for City, using Insurance Services Office (ISO) Endorsement CG 20 10 11 85, or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent.

Primary and non-contributing. Each insurance policy provided by Consultant shall contain language or be endorsed to contain wording making it primary insurance as respects to, and not requiring contribution from, any other insurance which the indemnities may possess, including any self-insurance or self-insured retention they may have. Any other insurance indemnities may possess shall be considered excess insurance only and shall not be called upon to contribute with Consultant's insurance.

Cancellation.

Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided due to non-payment of premiums shall be effective until written notice has been given to City at least ten (10) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least ten (10) days prior to the effective date of non-renewal.

Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided for any cause save and except non-payment of premiums shall be effective until written notice has been given to City at least thirty (30) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least thirty (30) days prior to the effective date of non-renewal.

Other Endorsements. Other endorsements may be required for policies other than the commercial general liability policy if specified in the description of required insurance set forth in Sections A through E of this Exhibit C, above.

F. ADDITIONAL INSURANCE RELATED PROVISIONS

Consultant and City agree as follows:

Consultant agrees to ensure that subcontractors, and any other party involved with the Services, who is brought onto or involved in the performance of the Services by Consultant, provide the same minimum insurance coverage required of Consultant, except as with respect to limits. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement. Consultant agrees that upon request by City, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the project will be submitted to City for review.

Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Consultant for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these

requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

The City reserves the right to withhold payments from the Consultant in the event of material noncompliance with the insurance requirements set forth in this Agreement.

G. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Consultant, and each and every subcontractor (of every tier) shall, at its sole cost and expense, provide and maintain not less than the minimum insurance coverage with the endorsements and deductibles indicated in this Agreement. Such insurance coverage shall be maintained with insurers, and under forms of policies, satisfactory to City and as described in this Agreement. Consultant shall file with the City all certificates and endorsements for the required insurance policies for City's approval as to adequacy of the insurance protection.

H. EVIDENCE OF COMPLIANCE

Consultant or its insurance broker shall provide the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage shall be delivered to City, or its representative as set forth below, at or prior to execution of this Agreement. Upon City's request, Consultant shall submit to City copies of the actual insurance policies or renewals or replacements. Unless otherwise required by the terms of this Agreement, all certificates, endorsements, coverage verifications and other items required to be delivered to City pursuant to this Agreement shall be mailed to:

EBIX Inc.

City of Santa Clara [*insert City department name here]

P.O. Box 100085 – S2

or 1 Ebix Way

Duluth, GA 30096

John's Creek, GA 30097

Telephone number: 951-766-2280

Fax number: 770-325-0409

Email address: ctsantaclara@ebix.com

I. QUALIFYING INSURERS

All of the insurance companies providing insurance for Consultant shall have, and provide written proof of, an A. M. Best rating of at least A minus 6 (A- VI) or shall be an insurance company of equal financial stability that is approved by the City or its insurance compliance representatives.

S:\Attorney\INSURANCE\CITY\EXHIBIT C-06 Professional Service Contract.doc

Attachment G
Santa Clara Ethical Standards

**ETHICAL STANDARDS FOR CONTRACTORS SEEKING TO ENTER INTO AN
AGREEMENT WITH THE CITY OF SANTA CLARA, CALIFORNIA**

Termination of Agreement for Certain Acts.

- J. The City may, at its sole discretion, terminate this Agreement in the event any one or more of the following occurs:
1. If a Contractor¹ does any of the following:
 - a. Is convicted² of operating a business in violation of any Federal, State or local law or regulation;
 - b. Is convicted of a crime punishable as a felony involving dishonesty³;
 - c. Is convicted of an offense involving dishonesty or is convicted of fraud or a criminal offense in connection with: (1) obtaining; (2) attempting to obtain; or, (3) performing a public contract or subcontract;
 - d. Is convicted of any offense which indicates a lack of business integrity or business honesty which seriously and directly affects the present responsibility of a City contractor or subcontractor; and/or,
 - e. Made (or makes) any false statement(s) or representation(s) with respect to this Agreement.
 2. If fraudulent, criminal or other seriously improper conduct of any officer, director, shareholder, partner, employee or other individual associated with the Contractor can be imputed to the Contractor when the conduct occurred in connection with the individual's performance of duties for or on behalf of the Contractor, with the Contractor's knowledge, approval or acquiescence, the Contractor's acceptance of the benefits derived from the conduct shall be evidence of such knowledge, approval or acquiescence.

¹ For purposes of this Agreement, the word "Consultant" (whether a person or a legal entity) also refers to "Contractor" and means any of the following: an owner or co-owner of a sole proprietorship; a person who controls or who has the power to control a business entity; a general partner of a partnership; a principal in a joint venture; or a primary corporate stockholder [i.e., a person who owns more than ten percent (10%) of the outstanding stock of a corporation] and who is active in the day to day operations of that corporation.

² For purposes of this Agreement, the words "convicted" or "conviction" means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere within the past five (5) years.

³ As used herein, "dishonesty" includes, but is not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, failure to pay tax obligations, receiving stolen property, collusion or conspiracy.

- K. The City may also terminate this Agreement in the event any one or more of the following occurs:
1. The City determines that Contractor no longer has the financial capability⁴ or business experience⁵ to perform the terms of, or operate under, this Agreement; or,
 2. If City determines that the Contractor fails to submit information, or submits false information, which is required to perform or be awarded a contract with City, including, but not limited to, Contractor's failure to maintain a required State issued license, failure to obtain a City business license (if applicable) or failure to purchase and maintain bonds and/or insurance policies required under this Agreement.
- L. In the event a prospective Contractor (or bidder) is ruled ineligible (debarred) to participate in a contract award process or a contract is terminated pursuant to these provisions, Contractor may appeal the City action to the Director of Parks and Recreation by filing a written statement of dispute no later than three (3) days after notice of ineligibility with the Director of Parks and Recreation. The matter will be determined by Director of Parks and Recreation within five (5) days of submittal. Any decision by Director of Parks and Recreation shall be final.

⁴ Contractor becomes insolvent, transfers assets in fraud of creditors, makes an assignment for the benefit of creditors, files a petition under any section or chapter of the federal Bankruptcy Code (11 U.S.C.), as amended, or under any similar law or statute of the United States or any state thereof, is adjudged bankrupt or insolvent in proceedings under such laws, or a receiver or trustee is appointed for all or substantially all of the assets of Contractor.

⁵ Loss of personnel deemed essential by the City for the successful performance of the obligations of the Contractor to the City.

Attachment H
Affidavit of Compliance with Ethical Standards

I, _____, being first duly sworn, state that I am _____ (title or capacity) of _____ (entity name) and I hereby state that I have read and understand the language, entitled “Ethical Standards” set forth in Attachment G, and I have the authority to make these representations on my own behalf or on behalf of the legal entity identified herein. I have examined appropriate business records, and made appropriate inquiry of those individuals potentially included within the definition of “Contractor” contained in Ethical Standards, footnote 1.

Based on my review of the appropriate documents and my good-faith review of the necessary inquiry responses, I hereby state that neither the business entity nor any individual(s) belonging to said “Contractor” category [i.e., owner or co-owner of a sole proprietorship, general partner, person who controls or has power to control a business entity, etc.] has been convicted of any one or more of the crimes identified in the Ethical Standards within the past five (5) years.

The above assertions are true and correct and are made under penalty of perjury under the laws of the State of California.

[INSERT NAME OF COMPANY]
a [insert Corporation, Partnership, etc.]

Signature of Authorized Person or Representative

Title

NOTARY’S ACKNOWLEDGMENT TO BE ATTACHED

Please execute the affidavit and attach a notary public’s acknowledgment of execution of the affidavit by the signatory. If the affidavit is on behalf of a corporation, partnership, or other legal entity, the entity’s complete legal name and the title of the person signing on behalf of the legal entity shall appear above. Written evidence of the authority of the person executing this affidavit on behalf of a corporation, partnership, joint venture, or any other legal entity, other than a sole proprietorship, shall be attached.